

~~SECRET~~
(When Filled In)

SPEED LETTER		REPLY REQUESTED		DATE 3 Nov 1966
		YES	<input checked="" type="checkbox"/>	NO
		LETTER NO. 1		
TO : Chief, Support Services Staff ATTN:		FROM: Supply Branch		
<p>The Speed Letter may be used for informal communications between headquarters offices and/ [REDACTED] field stations. The form may be overprinted with repetitious information to expedite processing. Several offices have realized its potential as a means for reducing correspondence costs and time; as it encourages people to be brief, limits distribution of copies, carries the message and the reply on the same page, and can be adapted to pen or to the typewriter.</p>				
Xxxx Xxxxxxxxxx _____ SIGNATURE				
REPLY			DATE 4 Nov 1966	
<p>When a reply is necessary it is placed on the lower part of this form. One copy is retained by the responder for his file and the original is returned to the originator.</p>				
Y... Z... _____ SIGNATURE				
RETURN TO ORIGINATOR				

FORM 5-61 1831

~~SECRET~~

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